



EcoPurchasing means considering attributes such as

- recycled content
- toxicity
- reusability
- durability
- repairability

before you buy a product.

2000 Buy-Recycled Series Paper Products

Ten years ago, very little recycled-content printing and writing paper existed. Now, it's readily available, along with recycled-content newsprint, paper towels, and corrugated packaging—and at higher quality and more competitive prices than ever before. That's in part due to government initiatives since 1988, when the U.S. Environmental Protection Agency (EPA) issued the Procurement Guideline for Paper and Paper Products Containing Recovered Materials. The 1988 paper guideline's buy-recycled requirements are now part of EPA's Comprehensive Procurement Guideline (CPG).



To make it easier to buy recycled, EPA updates the CPG every 2 years. Through the CPG, EPA designates items that must contain recycled content when purchased by federal, state, and local agencies, or by government contractors, using appropriated federal funds. Among these items, EPA has designated many paper products. EPA's research shows that the items designated in the CPG are of high quality, widely available, and cost competitive with virgin products. EPA also issues nonregulatory companion guidance—the Recovered Materials Advisory Notice (RMAN)—that recommends levels of recycled content for these items. In May 1995 EPA published the Paper Products RMAN, and in June 1998 EPA updated the recommendations for paper products in the Paper Products RMAN II, which incorporates all current requirements for recycled-content papers.

Although federal agencies have made great strides in buying recycled-content paper, more can be done. After all, paper is still the most predominant material in our trash. So, the next time you stock up on paper for your printer, copy machine, cafeteria, or restrooms, buy recycled. You'll help create a demand for the used office paper, old newspapers, and boxes we recycle every day.



Printed on paper that contains at least 30 percent postconsumer fiber.

nonrecycled-content portion, however.

What Is The CPG?

How Do I Purchase Recycled-Content Paper Products? (Continued)

Remember to specify recycled-content papers in printing and janitorial contracts.

Paper Buying Tips

To make it even easier to buy recycled-content paper products, EPA offers the following purchasing tips for the various paper product categories outlined in the RMAN.

Printing and writing papers comprise one of the largest categories of paper and paper products. Examples include stationery, computer printout paper, note pads, copier paper, and offset paper. Printing and writing papers can be uncoated or coated.

When buying printing and writing paper, remember to:

- Work with your printer. Different papers exhibit differences in performance and printability. Some printers might first want to test certain papers with a particular ink. Printers also can help you select papers based on how they will be used (i.e., whether they will be folded, die-cut, or made into self-mailers).
- Work with your graphic designer. Some papers are better than others for certain design needs. Make sure both the designer and printer agree that the paper you choose will meet your expectations.
- Consider the environmental ramifications of your purchasing decisions. Papers with certain characteristics, such as deep colors, coatings, or groundwood content, might not be recyclable in your existing office paper recycling program or might require changes to the program. Consider the effects of your paper purchases before deciding to purchase a specific paper.

Newsprint is a type of groundwood paper generally used to print newspapers. Recycled-content newsprint is usually manufactured from fiber recovered from old newspapers and magazines. The federal government uses newsprint for printing the *Federal Register*, *Congressional Record*, and other publications.

When purchasing newsprint, consider these helpful hints:

- Pay attention to newsprint's basis weight. Basis weight is the weight in pounds of a ream of paper cut to a specified size. Different weights hold up better in different presses. Recycled-content newsprint ranging from 25 to 32 pounds generally performs well. The U.S. Government Printing Office specifies 28 pound recycled-content newsprint.
- Consider your requirements for the newsprint you're buying. Recycled-content newsprint manufacturers are making products that meet their clients' performance requirements (e.g., printability, brightness, cleanliness, and opacity).
- Determine whether newsprint is recyclable in your existing recycling program. Some office paper recycling programs do not accept groundwood papers such as newsprint; find out whether yours does before you buy newsprint.

Sanitary tissue products include bathroom and facial tissue, paper towels, napkins, and general-purpose industrial wipers. When purchasing these products remember these tips:

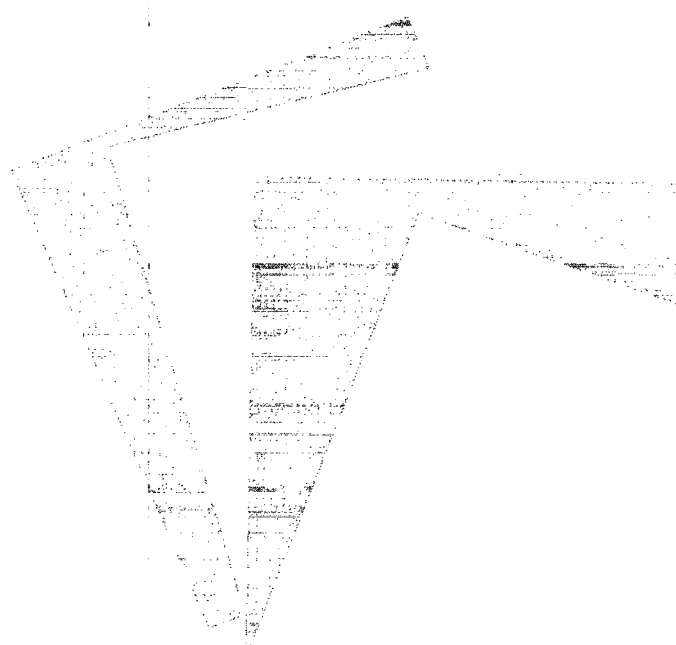
- Avoid misconceptions about softness, absorbency, and strength. Some recycled-content sanitary tissue products are softer, stronger, and more absorbent than others. Consider your aesthetic and functional requirements for tissue products before purchasing a specific product.
- Remember to review your janitorial supply contracts because commercial tissue products are often purchased through contractors. Make sure your supply contracts specify recycled-content, not virgin, products.
- When changing brands, consider other factors that could influence your purchasing decision. When switching from sheet to roll paper towels, for example, you might incur costs to replace dispensers or fixtures if such costs are not borne by the supplier.



Paperboard and packaging is a broad category of paper products that includes corrugated containers, folding cartons, book and report covers, mailing tubes, video cassette boxes, paper bags, and wrapping paper. They can be manufactured with a wide variety of recovered fibers including old newspapers, old corrugated containers, mixed papers, and sorted white office paper. In fact, paperboard mills use more recovered fiber than any other segment of the paper industry.

When purchasing recycled-content paperboard and packaging consider these tips:

- Remember, you can print on recycled boxes, not just on virgin, bleached boxes.
- Be aware that you can use recycled boxes in food applications and still meet Food and Drug Administration requirements.



**Determine
whether your
existing
recycling
program
includes
newsprint and
packaging.**

How Do I Get More Information?



Information Available from EPA

This fact sheet and the following publications on buying recycled-content products are available or can be accessed in electronic format on the Internet at <www.epa.gov/cpg>. Use Internet e-mail to order paper copies of documents.

Include the requestor's name and mailing address on all orders. Address e-mail to: rcra-docket@epamail.epa.gov.

Paper copies also may be ordered by calling the RCRA Hotline. Callers within the Washington Metropolitan Area must dial 703 412-9810 or TDD 703 412-3323 (hearing impaired). Long-distance callers may call 800 424-9346 or TDD 800 553-7672. The RCRA Hotline operates weekdays, from 9:00 a.m. to 6:00 p.m., e.s.t.

- ❖ **EPA Expands Comprehensive Procurement Guideline (CPG)** (EPA530-F-00-017). This fact sheet provides general information about the CPG and the development of affirmative procurement programs.
- ❖ **Federal Register (FR)** notices promulgating CPG I (60 FR 21370/EPA530-Z-95-006) and RMAN I (60 FR 21386/EPA530-Z-95-007), May 1, 1995, and the Paper Products RMAN (60 FR 26986/EPA530-Z-96-005), May 29, 1996. FR notices promulgating CPG II (62 FR 60961/EPA530-Z-97-009) and RMAN II (62 FR 60975/EPA530-Z-97-010), November 13, 1997, and the Paper Products RMAN II (63 FR 31214), June 8, 1998. FR notices promulgating CPG III (65 FR 3070) and RMAN III (65 FR 3082), January 19, 2000.
- ❖ **A Study of State and Local Government Procurement Practices that Consider Environmental Performance of Goods and Services** (EPA742-R-96-007). This report provides important program elements and case studies of state and county agencies purchasing environmentally preferable products and services. For more information on EPA's Environmentally Preferable Purchasing (EPP) program, contact the Pollution Prevention Information Clearinghouse at 401 M Street, SW. (7409), Washington, DC 20460. Phone: 202 260-1023. Fax: 202 260-4659. Visit the EPP Web site at <www.epa.gov/oppt/epp>.

- ❖ **Mills, Converters, and Distributors of Printing and Writing Paper Containing Postconsumer Recovered Fiber** (EPA530-R-99-006).
- ❖ **Mills That Produce Newsprint Containing Postconsumer Recovered Paper** (EPA530-B-99-013).
- ❖ **Mills That Produce Tissue Products Containing Recovered Paper** (EPA530-B-99-012).



Other Sources of Information

- ❖ **U.S. General Services Administration (GSA)**. GSA's Environmental Products Guide contains more than 1,500 paper and paper products containing recovered materials. For a copy of the guide, contact GSA, Centralized Mailing List Service (7CPNL), 401 West Felix Street, P.O. Box 6477, Fort Worth, TX 76115. Phone: 817 334-5215. Fax: 817 334-5227.
- ❖ **U.S. Government Printing Office (GPO)**. GPO provides a variety of recycled-content printing papers to federal agencies. To view federal printing paper specifications see the GPO Web site at <www.access.gpo.gov/qualitycontrol/paperspecs/index.html>. For more information about papers available from GPO, contact Doris Reynolds, Printing Specialist, U.S. GPO, Paper and Materials Control Section, Stop POL, North Capitol and H Streets, NW., Washington, DC 20401. Phone: 202 512-0241.
- ❖ **The Official Recycled Products Guide**. This directory lists more than 5,000 manufacturers and distributors of recycled-content products. For more information, contact the Recycling Data Management Corp., P.O. Box 577, Ogdensburg, NY 13669. Phone: 800 267-0707.
- ❖ **Recycling at Work Campaign**. The Recycling at Work Campaign has published several guidebooks on setting up and promoting office buy-recycled and recycling programs. For more information, contact Geri Powell of the Recycling at Work Campaign, 1620 Eye Street, NW., Sixth Floor, Washington, DC 20006. Phone: 202 293-7330 Ext. 774. Fax: 202 429-0422.

In addition, contact your state solid waste agency for information about local and regional businesses that produce or distribute recycled-content paper products.

United States
Environmental Protection Agency
(5306W)
Ariel Rios Building
1200 Pennsylvania Avenue, NW.
Washington, DC 20460
Official Business
Penalty for Private Use \$300

